**SBLBSHP Board Meeting Minutes**

*Wednesday, October 10th, 2018 from 7 pm to 8:30 pm  
Kaiser Permanente South Bay Medical Center, North Hospital Conference Rooms 5-6  
Teleconference No: 515-604-9544, access code: 540732*

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<thead>
<tr>
<th>Presenter</th>
<th>Topics</th>
<th>Action Item/Notes</th>
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<tr>
<td><strong>Welcome/Introductions and Announcements</strong></td>
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| President (Angela L.) | Minutes – Review and approval meeting minutes (September 2018)  
Minutes need to be sent to CSHP office and SBLB Webmaster | Meeting called to order: 7:01 PM  
September 2018 meeting minutes approved  
Angela will send to CSHP and Tim Chou to post on website |
| **New Business (Elected Officers)** | | |
| President (Angela L) | Seminar 2018 Recap  
- Steve Thompson installed as the CSHP President  
- SBLB members running for CSHP BOD: Lisa Lum (president-elect), Dan Bauman (Director)  
- Future plan to restructure CSHP  
- Affiliate Chapter Public Relations Recognition Program Award received  
SBLBSHP Bylaw Updates (Discuss & Vote) – Proposed by Angela & Rosalin  
**Article II:** edited to adopt Article II of the CSHP bylaw  
**Article III:** edit to adopt Article III of the CSHP bylaws, deleting vision statement and mission statement, and aligning specific purposes with the CSHP bylaws  
**Article IV:** delete active spouses from active members, moving pharmacy technician members from associate member to active member  
**Article V:**  
- Section 5b: Notice of Certain Agenda Items - edited to align with CSHP bylaws (agenda item can be approved upon a two-third vote by the members present at the meeting rather than unanimous vote)  
- Section 6: corrected "given under (a) of Section 6 of this Article V" to "Section 5 of this Article V" as (a) of Section 6 does not exist  
- Section 7: include electronic ballot to manner of casting votes  
- Section 8: adopt "Determination of Members Upon Record Date" from CSHP bylaws | Discussion during Open Forum at CSHP Seminar: Restructuring CSHP based on areas of practice, such as Hospital pharmacists, Amcare pharmacists, IT pharmacists  
- Per Steve, CSHP will likely keep the local affiliate groups for networking and social events  
- CSHP Seminar attendance was record breaking this year!  
- Exhibit Hall was sold out  
- Positive feedback on the CE topics  
- SBLBSHP won an award for the Affiliate Chapter Public Relations Recognition Program  
- Angela Lee to send out the Bylaws to BOD for review & comment  
- Bylaws updates approved with a minor formatting edit by BOD via email vote on 10/11/2018 |
Article VI:
- Section 2: updated to read "the authorized number of elected directors of the corporation shall be seven (7) until changed by amendment of these Bylaws" instead of Articles of Incorporation. Specified composition of BOD to be consistent with CSHP bylaws. Remove "No director elected by the general membership shall be eligible to serve more than two (2) consecutive terms in the same office" Discussion – should a director be allowed to serve in a dual capacity?
- Section 4a: "nominating committee shall provide at least ONE CHOICE for each elected position" instead of two choices since we haven't been able to nominate more than one candidate per position for several years now.
- Section 5d: replace "At least two member of the Nominating Committee" with "The CSHP office" since it's the CSHP office counting our ballots now.
- Section 7: special meeting may be called by ANY member of the BOD instead of 8 members (we don't even have 8 BOD members)
- Section 11: nominations to fill vacancies shall be done PRIOR to the next annual meeting (aka NWI/installation night) rather than AT the annual meeting
- Section 12: arranged committees in alphabetical order, deleted secretary from financial committee, deleted organizational & clinical affairs committees, added mentorship program committee, added webmaster duty to communications committee

Article VII: updated president, president-elect, and secretary duties
Article VIII: updated Section 4 to include attending Regional Delegates Conference to responsibilities but remove requirement to attend at least one-half of BOD meetings

2019 SBLBSHP Board
- Need nomination for Directors (2), Delegates (3)
- Webmaster duties absorbed by communications chair

- Pharmacy students are able to join our board as committee members
- Need nominations for two Director positions and three Delegate positions
  - If interested, please contact Angela Lee and Rosalin Preechakul

President-Elect (Rosalin)
- Nothing new to report

Immediate Past President (Matt)
- Nothing new to report

Secretary (Billie) 11/1/18
- Affiliate Chapter of Distinction
- Angela Lee will submit our chapter’s application for the
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<tr>
<th>Treasurer (Jennifer F)</th>
<th>Treasurer’s update sent via email</th>
<th>Affiliate Chapter of Distinction Award</th>
<th>• Nothing new to report</th>
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<tr>
<td>Director (Steve/Dan)</td>
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<td>• Nothing new to report</td>
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| Delegates/Alternate Delegates (Angela L/ Matt/ Rosalin/ Daniel/Jennifer K/Alt: Helena) | Report out from House of Delegates – Kenn Horowitz, Angela, Rosalin, Matt, Joanne Lin, and Helena attended  
Recommendation for next year: meeting to review second & third distributions for delegates from CSHP BOD | | • Regional Delegates Conference occurs one day at five locations across the state  
• Most of the work is done at RDC to streamline the House of Delegates session at CSHP Seminar  
• Recommendation to have more alternate delegates this year |

**New Business (Appointed Officers)**

| Communications/Newsletter (Joanne/Leslie/Matt) | SBLBSHP Fall 2018 Newsletter Topics  
Due date: November 1, 2018  
Publish date: Week of November 19, 2018 | | • Student liaisons also have a section in our chapter newsletter |
|------------------------------------------------|--------------------------------------------------------------------------------|------------------------|------------------------|
| 1. President’s Update (Angela L)  
2. CSHP Seminar (Angela L/ Matt/ Rosalin/Helena/Joanne)  
1. Steve Thompson’s reception  
2. Affiliate and Student Chapter Public Relations Recognition Program Award  
3. Regional Delegates Conference/HOD (Rosalin/Matt/Steve)  
4. Save the Date: Night with industry 1/25/19 (Matt H/Joanne/Leslie)  
5. Preceptor Development Workshop 9/18/18 (Lauren/Ros/Cindy L/JR/Joanne/Jennifer K)  
6. Student Liaison Updates  
1. Western U (Michael Palaroan/Ani Arysenan)  
2. USC (Kara Onouye/Ewha Hong)  
3. KGI (Sherryl Chico/Sandra Sanchez) | | |
|  | Recap: Preceptor Development CE & Dinner Program (Tuesday, 9/18/18)  
Appoint Michelle Ding (to continue on with 2019 educational affairs committee)  
February/March 2019 – CE on end-of-life care (Rosalin/Matt to pass on info) | | • Tuesday, 9/18/18 CE event on Preceptor Development; Speaker: Dr. Susie Park, Pharm.D. |
| Event was full and well attending. Some no-show’s |
| Michelle Ding (new member) interested in the Educational Affairs committee |
| Angela Lee will send out to BOD via email for voting to appoint Michelle Ding to the Educational Affairs committee |
| o Appointment of Michelle Ding approved by BOD via email vote on 10/11/2018 |
| o Appointment of Sophie Cheng to 2018 clinical affairs committee and 2019 education affairs committee approved by BOD via email vote on 10/11/2018 |
| • Educational/Industry Affairs (Angela/Dan/Matt) |
| CE on biosimilars – Tuesday, 11/6/18 |
| o Location: Torrance Memorial |
| o Time 6pm (dinner & networking); 7pm speaker |
| o Evite sent out today, 10/10/18 |
| o Sponsorship – currently, we have two vendors confirmed; potentially a 3rd vendor pending vendor’s travel plans |
| • Angela Lee and Rosalin Preechakul will be updating our chapter’s contact lists with vendor info received at CSHP Seminar |
| • Appointment of Tandeep Bains to 2018 Educational/Industry Affairs committee, then 2019 Industrial Relations committee approved by BOD via email vote on 10/11/2018 |
| • Legal Affairs (Daniel) |
| • Appointment of John McGady to Legal Affairs Committee approved by BOD via email vote on 10/11/2018 |
| • Membership (Tim) |
| • Nothing to report |
| • Mentorship Program (Helena/Tiffany) |
| Recruiting mentors/mentees for 2019? |
| • Email to be sent out in upcoming weeks to recruit new mentors |
| • Public Relations (Scott/Jenny W/Jenny Z/Alicia) |
| Appoint Grace Kim (to continue with 2019 committee) |
| Long Beach rescue mission project resuming after October? |
| • (Hyun) Grace Kim, KP South Bay PGY-1 resident, volunteered to join the PR committee |
Voting for appointment to be sent out by Angela Lee
- Appointment of Hyun Grace Kim to public relations committee approved by BOD via email vote on 10/11/2018
- Scott Harada is no longer able to continue with supporting the Long Beach Rescue Mission project next year
- USC APSA will need to take lead on setting up sign-up's for preceptors
- Request for dates in advance to allow pharmacists time to plan

| Social (Nikki/Melissa/Emily) | NWI/Installation Night (Friday, 1/25/19) | Meeting attendees voted on Sports Night theme to allow attendees to be comfortable in their attire
- Recommendation to cater BBQ for food (Wood Ranch) as in previous years
- Planning for nominations of Pharmacist of the Year and Student of the Year needs to begin ASAP
- Steve Thompson will be able to install our BOD
- Invitations need to be sent out to CSHP office in advance

| Next on To-Do List: send out letter to vendors after industry contacts are uploaded |
|-------------------------------|-----------------------------------------|

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<tr>
<th>Webmaster (Tim)</th>
<th>Nothing to report</th>
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<td>CSHP Liaison (Steve)</td>
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<td>Technician Liaison (Yasmin)</td>
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### Student Liaisons

**USC (Kara Onouye and Ewha Hong)**
- **Upcoming health fairs:**
  - 10/12 Trojan Family Health Fair at USC Main Campus
  - 10/20 ChAPSA Health Fair in San Gabriel Valley
  - 10/27 SAM Health Fair at Pueblo Del Sol Community Center, LA
- **Weekly clinics by PharmSC, MAPSC**

**Professional events:**
- 10/15 Local Association Dinner at Luminarias in Monterey Park
  - Speaker: Dr. Steven Thompson
- 11/2 Legislative Day at USC School of Pharmacy

**WesternU (Michael Palaroan and Ani Arsenyan)**
- 10/20 Cultural Acceptance Health Fair

**KGI (Sherryl Chico and Sandra Sanchez)**
- **UOP (Yen Doan and Jenny Truong)**

- USC Chapter just closed their membership drive – 105 P1 students joined APSA
- Upcoming health fairs and professional events listed in the agenda
- Thank you to SBLBSHP for the donation to support Legislative Day at USC School of Pharmacy!
- Invitation to the event was sent out
- Kara accepted the Student Section Executive Committee (SSEC) Co-Chair position for CSHP

### End Meeting

**Roundtable**
- [Meeting Notes]

**Motion to Adjourn**
- [Meeting Notes]

**Meeting Adjourned:** 7:53 PM

**Next meeting:** Wednesday, November 14th

### Meeting Attendees

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<tr>
<th>In person</th>
<th>Angela Lee, Steve Thompson, Rosalin Preechakul, Dan Bauman, Grace Kim, Claudia Acevelo, Jennifer Fong, May Mak, Jack Chen, John McGady, Leslie Tanaka, Elaine Nguyen, Amir Shirazi, Michelle Ding</th>
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</thead>
<tbody>
<tr>
<td>On phone</td>
<td>Matt Kamada, Nikki Watanabe, Melissa Yong, Alicia Wong, Lauren Alfano, Tiffany Luong, Emily Chang, Angela Jeong, Billie Wu</td>
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<tr>
<td>Students</td>
<td>Thuy Tien Nguyen, Kara Onouye, Sandra Sanchez, Hannah Hwang, Ariana Abo, Dnae Lewis, Tracy Osaji, Sherryl Chico, Yen Doan, Jenny Truong</td>
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